

**CITY OF BETHLEHEM**

**REQUEST FOR PROPOSALS**

**HISTORIC DISTRICT**

**DESIGN GUIDELINES and GREEN BUILDING  
STANDARDS FOR HISTORIC HOMES**

**ISSUED: October 28, 2011**

**PROPOSALS DUE: November 18, 2011**

**CONTACT PERSON: Darlene L. Heller, AICP  
Director of Planning and Zoning  
City of Bethlehem  
10 E Church Street  
Bethlehem, PA 18018  
(610) 865-7088  
dheller@bethlehem-pa.gov**

## **1.0 BACKGROUND**

The City of Bethlehem recently adopted a Preservation Plan under the oversight of PHMC through a Preserve America grant. The Preservation Plan recommends updating the current design guidelines and inclusion of issues of sustainability and green building for historic homes.

The City of Bethlehem administers a local ordinance historic district in Central Bethlehem through a Historic Architectural Review Board (HARB). The HARB reviews applications for renovation, alteration, new construction, and demolition. The current guidelines are more than 20 years old and need to be updated. They were originally written to assist applicants in understanding the historic merits and significance of their buildings and the criteria by which decisions are made by the HARB on recommendations for Certificates of Appropriateness. The basic function of the design guidelines are to provide general information regarding the application of preservation principles to building facades and to guide property owners in planning changes to their buildings and to define appropriate models for new construction. In addition, the guidelines provide background information about the history and significance of the district and its buildings and information about the application and review process. The design guidelines show how to apply the "Secretary of the Interior Standards for Rehabilitation", which establishes national standards for preservation, to the architecture of the local community with illustrative examples.

In addition to the standard provisions that are found in historic district guidelines, the City wants to amend the existing guidelines to integrate renewable energy technologies and energy efficient improvements in historic districts. The desire to use renewable energy sources such as solar panels, geothermal technologies, etc. is likely to increase over time. Standards are needed to promote their use in appropriate ways and define appropriate design and placement. The guidelines should also address other traditional conservation measures.

## **2.0 OBJECTIVES**

The City of Bethlehem desires to contract the services of a Consultant to prepare an update to the City's design guidelines for historic preservation within the Central Bethlehem Historic District and to also include provisions for green building standards for historic homes.

## **3.0 SCOPE OF SERVICE**

The Consultant will prepare a text which will include, but not be limited to, information on the following:

1. Statement of Purpose
2. Brief history of the community and district
3. Brief description of the Central Bethlehem Historic District
4. PA Act 167
5. Map
6. Central Bethlehem Historic Commission Article No. 1713 of the Codified Ordinances
7. Certificate of Appropriateness Procedures and the HARB role
8. Repairs and Maintenance (Items not needing review by the HARB)
9. Recommendations for historic colors
10. Guidelines for alterations, signage, Renovation Do's and Don'ts
11. Guidelines for new construction, additions
12. Guidelines and provisions for green building standards in historic homes
13. Glossary of architectural terms with drawing
14. Bibliography

The Guidelines' graphics should include the following at a minimum:

1. Cover illustration or photograph: 1
2. Map of the Historic District: 1
3. Line drawings: 10
4. Historic prints/photographs: 5

The Consultant will be expected to meet with designated City staff and HARB representatives at different stages of the document's production. He/she may also have to meet with representatives of the Pennsylvania Historical and Museum Commission (PHMC).

## **4.0 TIMETABLE**

The Consultant will have ninety (90) days from the date of contract to complete a draft document for review by the City, HARB and PHMC.

Upon completion of the review and edits, the Consultant shall transmit the final product to the City within sixty (60) days.

## **5.0 COST OF PREPARATION OF PROPOSAL**

The consulting firm is responsible for the cost of the proposal. The City assumes no liability for any cost direct or indirect that a firm may incur during the preparation of a response to the RFP.

## **6.0 INFORMATION AND DATA REQUIRED OF EACH PROPOSER**

All proposers are required to submit an original and four (4) copies of their proposal to the Office of Community and Economic Development by Friday, November 18, 2011 at 4:00 PM. Proposals should be directed to the attention of Darlene L. Heller, Director of Planning & Zoning, 10 E. Church St., Bethlehem, PA 18018. The proposals shall contain responses to the following:

1. Qualifications, capacity, and experience of the Consultant
2. Identify key personnel to be assigned to render the services required. Include name, address, and phone number of any sub-consultants that you propose to use. Include references.
3. The Consultant's not-to-exceed price for the guidelines preparation.
4. Describe in detail your perception of the work required, including refinements of the descriptions and tasks outlined that you think are appropriate.
5. Provide a detailed time schedule for the proposed services.

## **7.0 FACTORS FOR AWARD**

The City will evaluate each written proposal and determine whether interviews regarding the proposals are necessary. Upon review of the content of the proposal and any interviews, the City will select a firm best qualified for the assignment based on the data submitted and the offer most advantageous to the City.

All proposals will be based on the following criteria:

1. Completeness, i.e. the degree to which it responds to all requirements and requests for information contained herein.
2. Project team qualifications and professional experience with related projects.
3. Review of the work outline and the time schedule in meeting the scope of the project.
4. Demonstration of a general understanding of and responsiveness to the city's objectives.
5. References
6. Overall cost to the City of Bethlehem

The City may reject any or all proposals or award the contract where it is found to be in the best interest of the City of Bethlehem. The lowest cost proposal will not necessarily be awarded the contract.

City of Bethlehem  
Department of Community and Economic Development  
Bureau of Planning and Zoning

The City of Bethlehem is seeking proposals to provide professional planning services for the development of Design Guidelines and Green Building Guidelines for Historic Homes for the Central Bethlehem Historic District.

Detailed information about the specific services requested and content of the written proposal is set forth in the RFP "Request for Proposals for Design Guidelines for the Central Bethlehem Historic District". Copies of this document may be obtained at the Bureau of Planning and Zoning, Department of Community and Economic Development, 10 E Church Street, Bethlehem PA 18018, 610-865-7088 or referenced on the City of Bethlehem website, [www.bethlehem-pa.gov](http://www.bethlehem-pa.gov).

Complete proposals must be received on or before 4:00 PM on Friday, November 18, 2011 at the Bureau of Planning, 10 E Church Street, Bethlehem PA 18018, Attn: Darlene L. Heller, Director of Planning and Zoning.